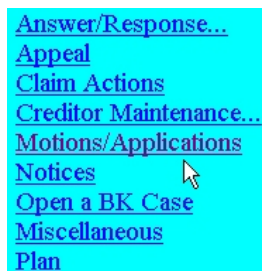
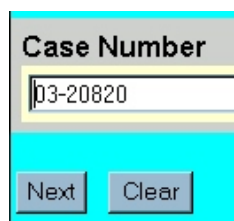


Motion to Disallow a Proof of Claim.

STEP 1 Select **Bankruptcy** from the *Main Menu*, click on **Motions/Applications**.

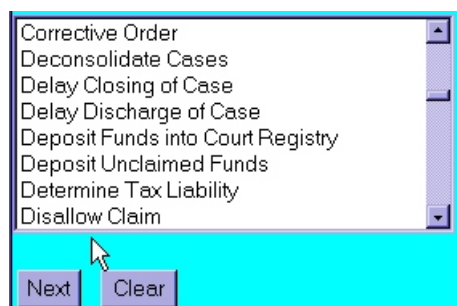


STEP 2 The **Case Number** screen displays.



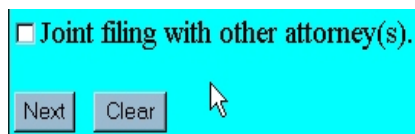
1. **Case Number** - type the case number in YY-NNNNN format, click **Next** to continue.
2. If prompted that you have entered an invalid case number, click on the **Back** hypertext link to re-enter case number.

STEP 3 The select type of document being filed screen displays.



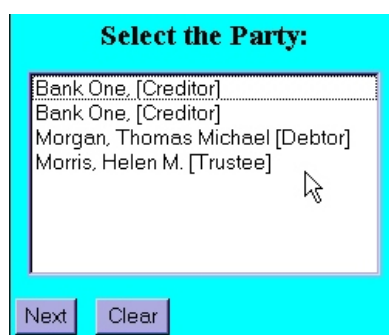
- ◆ Highlight type of document being filed (**Disallow Claim**).
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



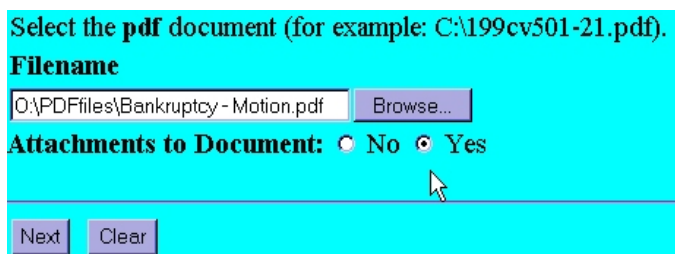
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



- ◆ Select the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen appears.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to '**Yes.**'
 - ▶ Click on the **Next** button.

STEP 7 The **Attachment** screen displays.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFFiles\Bankruptcy - Proposed On

2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion to Disallow Claim

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add the selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Repeat these steps until all attachments have been added.
- ◆ Click on the **Next** button.

STEP 8: The **Claim Information and Certificate of Service** screen displays.

Enter Claim Number:

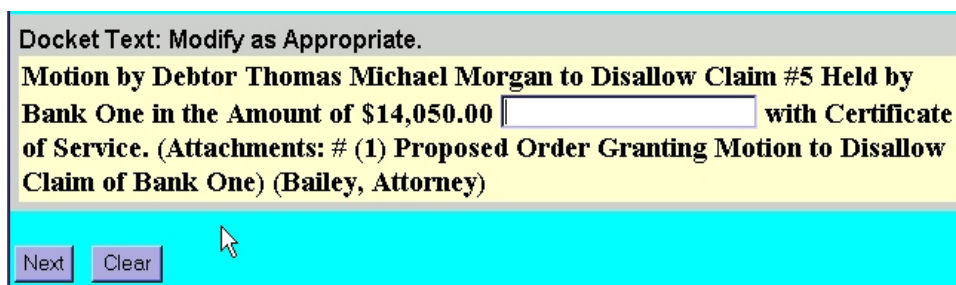
Enter Amount 1541008018/b>

Claimant:

With Certificate of Service? y or n:

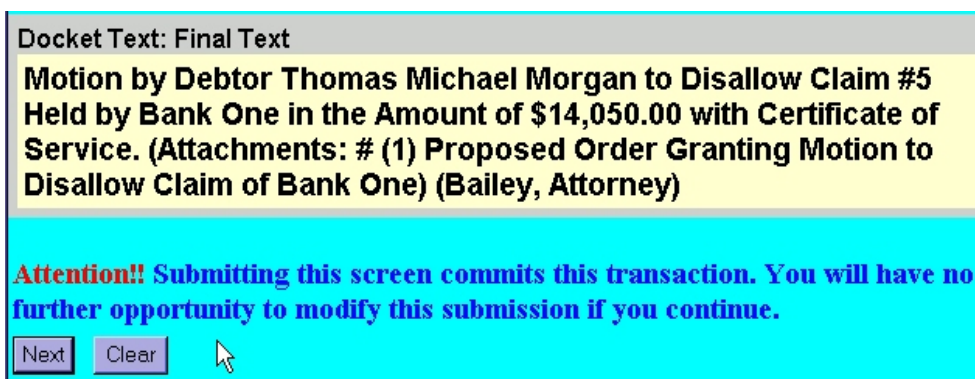
- ◆ Enter the **Claim Number**.
- ◆ Enter the Amount of the Claim (the sequence of numbers and symbols will display a \$ sign in the live database).
- ◆ Enter the name of the **Creditor/Claimant**.
- ◆ Enter a lowercase 'y' or 'n' in the text box to indicate if a certificate of service is attached.
- ◆ Click on the **Next** button.

STEP 9 The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add additional text if needed.
- ◆ Click on the **Next** button.

STEP 10 The **Docket Text: Final Text** screen displays.



- ◆ Verify the Final Docket text. If correct, click **Next**.
- ◆ If the Final Docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 11 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing


The following transaction was received from Bailey, Attorney J. entered on 5/11/2004 at 2:39 PM EDT and filed on 5/11/2004

Case Name: Thomas Michael Morgan

Case Number: [2:03-bk-20820](#)

Document Number: [14](#)

Docket Text:

Motion by Debtor Thomas Michael Morgan to Disallow Claim #5 Held by Bank One in the Amount of \$14,050.00 with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Disallow Claim of Bank One) (Bailey, Attorney) 

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf